

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Secretary - Community Services

Revision Date: 10/98  
EEO Code: Admin. Support  
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Assistant to the Director provides clerical support for Community Services Division staff and schedules building and safety inspections.

III. Essential Duties

- Answer telephone and provide a variety of clerical support services to the department
- Schedule site inspections and coordinate with inspectors and contractors
- Work the front counter, receive applications, and direct people to individual who can help them
- Receive and respond to complaints of contractors or direct complaints to someone who can respond
- Make new files for all new homes, miscellaneous reports, commercial projects, and City reports
- Type various office correspondence, memoranda, and other documents using word processing equipment
- Coordinate inspections, final approvals with utility companies and other City departments
- File plans and specs in an appropriate manner and maintain and update filing system
- Assume other department secretary functions in their absence
- Maintain various reports and records regarding routine office business

IV. Marginal Duties

- Performs other duties as assigned.

V. Qualifications:

**Education:** Six months of clerical training.

**Experience:** One year of related secretarial experience related to building and safety; may substitute any equivalent combination of education and experience

**Knowledge of:** Correct English usage, spelling, vocabulary, and arithmetic; principles of public relations; clerical and general office practices, procedures and equipment

**Responsibility for:** Responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; requires well developed sense of strategy and timing; constant contact with the public presenting data; frequent contacts involving the carrying out of programs and schedules

**Tool, Machine, Equipment Operation:** Requires regular use of a computer, printer, copier, fax machine, adding machine, typewrite, and telephone system

**Analytical Ability:** Data entry and word processing; shorthand, transcription, use of 10-key; communicate effectively verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to moderate exposure to deadlines; work procedures are established and refer only unusual cases to supervisor

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_